

**MINUTES
PUTNAM COUNTY REGIONAL PLANNING COMMISSION
FEBRUARY 7, 2023**

The Putnam County Regional Planning Commission met on February 7, 2023, at the Cookeville Community Center at 6:00 PM. Members present were Chairman Jere Mason, Vice-Chair Terry Randolph, Secretary Dale Moss, Adam Johnson, Jeff Jones, David Mattson, Ted McWilliams, and Phil Wilbourn. Member Jim Martin was absent. Also present were Planning Director Rush, Planning Commission Engineer Patrick Rinks, Lavonda Moore, Tamara Farley, Jeff Farley, Ryan Waite, Kevin Waite, Ray Duke, Allen Maples and Colby Grissom of Maples Surveying, Michael Savage (attorney for Matt Sliger), Lisa Moss, Matt Sliger, Caleb Sliger, Lynn Lafever, (in legibly written name) Lafever, Belinda Carter, Mary Harris, Larry Harris, Emma Brown, Jon Dawson, Wesley Young, Taylor Dillehay and Charles Whittenburg of Whittenburg Surveying, Gerald Hossypair, Sherryl Hossypair, Sam Tays, Stephen Raper of Vick Surveying, County Attorney Jeff Jones, Betsy Scarborough of Stonecom Communications and Jim Herren from the Herald-Citizen.

ITEM 1: CALL TO ORDER AND ROLL CALL.

Chairman Jere Mason called the meeting to order after a quorum was established.

ITEM 2: APPROVE THE FEBRUARY 7, 2023, AGENDA.

Ted McWilliams moved to approve the agenda for the February 7, 2023 meeting. Motion was seconded and approved unanimously.

ITEM 3: MINUTES OF THE JANUARY 3 2023.

Adam Johnson moved to approve the January 3, 2023 Minutes. Motion was seconded and approved unanimously.

ITEM 4: PUBLIC HEARINGS ON SUBDIVISION REGULATIONS AMENDMENTS.

- A. Resolution # 2023-001 Removal of Certified checks and Money Orders and Escrow Accounts as acceptable surety instruments. The public hearing was opened at 6:05 PM. No one from the public spoke on this item. The public hearing was closed at 6:07 PM. The planning commission after some discussion modified the proposed language by adding "as specified by the planning commission" after local bank in section 12.a. Terry Randolph moved to approve the resolution, which now reads as follows:

AMENDMENT 2023-001

**AN AMENDMENT TO THE PUTNAM COUNTY SUBDIVISION REGULATIONS REGARDING TYPES OF
SURETY INSTRUMENTS ACCEPTED BY THE COMMISSION**

WHEREAS, as stated under *Section 13-3-403* of the *Tennessee Code Annotated*, inclusive, authorizes the Putnam County Regional Planning Commission to revise the Subdivision Regulations that will protect the health, safety, and welfare of the general public; and

WHEREAS, a revision of the subdivision regulations is sometimes required because of changes to state law and/or because of Supreme Court of Tennessee or Supreme Court of the United States rulings; and

WHEREAS, a revision of the subdivision regulations can be made to clarify the regulations; and

WHEREAS, a public hearing was held on Date, with public notice of public hearing published on Date in the Herald Citizen Newspaper; and

WHEREAS, the TN Comptroller requires all checks and money orders given to the county to be deposited within 3 days of submission and holding such as surety instruments in a safe deposit box is not allowable and the planning commission must not accept them unless deposited with the trustee's office; and

WHEREAS, the Putnam County Regional Planning Commission voted on Date to amend the Putnam County Subdivision Regulations, and

NOW, THEREFORE, BE IT RESOLVED by the Putnam County Regional Planning Commission as follows:

SECTION I: The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

Article II, the language in Section C(12) is hereby deleted and replaced with the following:

12. Guarantee in Lieu of Completed Improvements

No final subdivision plat shall be approved by the Planning Commission or accepted for record by the county Register of Deeds until the improvements listed shall be constructed in a satisfactory manner and approved by the local approving agent, or in lieu of such prior construction, the Planning Commission may accept a security instrument in an amount equal to the estimated cost of installation of the required improvements, whereby improvements may be made and utilities installed without cost to the county in the event of default of the subdivider. In determining the adequacy of instruments, the Planning Commission may seek the advice of other government officials and/or qualified consultants prior to acceptance of same. Roads shall be completed through subgrade and have at least 4 inches of base stone applied prior to security acceptance. Utilities including water lines and hydrants should be installed.

NOTE: Generally, types of bonding procedures accepted by the Planning Commission are:

- a. Irrevocable Letter of Credit from an approved/local bank as specified by the planning commission. Local bank means the Letter of Credit must be redeemable at a branch located within 60 miles of the Putnam County Courthouse in Cookeville, TN.

SECTION II: This amendment shall become effective following adoption by the planning commission:

Chairman, Putnam County Regional Planning Commission
ATTEST:

Date

Secretary, Putnam County Regional Planning Commission

Date

Motion was seconded and unanimously approved.

- B. Resolution # 2023-002 TCA 13-3-403(d)1 required language addition. The public hearing on this was opened at 6:10 PM. No one from the public spoke on this item. Public hearing was closed at 6:12 PM. Phil Wilbourn moved to approve resolution 2023-002 which reads as follows:

AMENDMENT 2023-002

**AN AMENDMENT TO THE PUTNAM COUNTY SUBDIVISION REGULATIONS REGARDING SUBDIVISION
ON EXISTING COUNTY STREETS,**

WHEREAS, as stated under *Section 13-3-403* of the *Tennessee Code Annotated*, inclusive, authorizes the Putnam County Regional Planning Commission to revise the Subdivision Regulations that will protect the health, safety, and welfare of the general public; and

WHEREAS, a revision of the subdivision regulations is sometimes required because of changes to state law and/or because of Supreme Court of Tennessee or Supreme Court of the United States rulings; and

WHEREAS, a revision of the subdivision regulations can be made to clarify the regulations; and

WHEREAS, a public hearing was held on Date, with public notice of public hearing published on Date in the Herald Citizen Newspaper; and

WHEREAS, the TN Comptroller requires all checks and money orders given to the county to be deposited within 3 days of submission and holding such as surety instruments in a safe deposit box is not allowable and the planning commission must not accept them unless deposited with the trustee's office; and

WHEREAS, the Putnam County Regional Planning Commission voted on Date to amend the Putnam County Subdivision Regulations, and

NOW, THEREFORE, BE IT RESOLVED by the Putnam County Regional Planning Commission as follows:

SECTION I: The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

Article I, Section B is amended by adding this second paragraph and will read as follows:

These Subdivision Regulations are adopted under the authority granted by Section 13-3-101 through 13-3-411, **Tennessee Code Annotated**. The Planning Commission has fulfilled the requirements set forth in these statutes as prerequisite to the adoption of such regulations, having filed a certified copy of the Major Street and Road Plan in the office of the Register of Putnam County, Tennessee.

Pursuant to TCA 13-3-403(d)1, the planning commission shall not require an owner of private property to dedicate real property to the public or pay money to a public entity in an amount that is determined on an individual and discretionary basis, unless there is an essential nexus between the dedication or payment and a legitimate local governmental interest (see *Nollan v. California Coastal Commission*) and the dedication or payment is roughly proportional both in nature and extent to the impact of the proposed use or development of the property (see *Dolan v. City of Tigard*). An owner of private property required to make dedication or pay money in violation of this subdivision may seek relief through a common law writ of certiorari in chancery court.

SECTION II: This amendment shall become effective following adoption by the planning commission:

_____ Chairman, Putnam County Regional Planning Commission	_____ Date
ATTEST:	
_____ Secretary, Putnam County Regional Planning Commission	_____ Date

Motion was seconded and unanimously approved.

- C. Resolution # 2023-003 traffic study requirements. Staff presented resolution 2023-003 to add traffic study requirements, proposal was based on Williamson County regulations. Proposal has 3 levels of study required based on projected peak traffic.

AMENDMENT 2023-003

AN AMENDMENT TO THE PUTNAM COUNTY SUBDIVISION REGULATIONS REGARDING, TRAFFIC STUDIES

WHEREAS, as stated under *Section 13-3-403* of the *Tennessee Code Annotated*, inclusive, authorizes the Putnam County Regional Planning Commission to revise the Subdivision Regulations that will protect the health, safety, and welfare of the general public; and

WHEREAS, a revision of the subdivision regulations is sometimes required because of changes to state law and/or because of Supreme Court of Tennessee or Supreme Court of the United States rulings; and

WHEREAS, a revision of the subdivision regulations can be made to clarify the regulations; and

WHEREAS, a public hearing was held on Date, with public notice of public hearing published on Date in the Herald Citizen Newspaper; and

WHEREAS, the TN Comptroller requires all checks and money orders given to the county to be deposited within 3 days of submission and holding such as surety instruments in a safe deposit box is not allowable and the planning commission must not accept them unless deposited with the trustee's office; and

WHEREAS, the Putnam County Regional Planning Commission voted on Date to amend the Putnam County Subdivision Regulations, and

NOW, THEREFORE, BE IT RESOLVED by the Putnam County Regional Planning Commission as follows:

SECTION I: The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

The existing language in Article III, Section B(2)k is hereby deleted and replaced with the following:

k. Existing Streets affected by Proposed Subdivision

The subdivision of property abutting existing streets that do not meet the minimum construction standards of these regulations or that may not be capable of effectively carrying the increase in traffic to be generated by the proposed subdivision development at total build out, shall generally be prohibited.

For any subdivision proposed on an existing county street, if in the opinion of the Putnam County Highway Supervisor or the Planning Commission that the existing county street is not capable of handling the proposed development in a safe and efficient manner, the developer/subdivider may be required to submit a traffic study prepared by a Professional Engineer with TSITE (Tennessee Section of the Institute of Transportation Engineers) certification with or as a condition of preliminary plat approval, to specify both on and off-site transportation improvements within the vicinity of the proposed subdivision as required to effectively and safely manage existing and proposed traffic volumes at the current level of service of the street(s).

However, a subdivision of **five (5) or more lots** on existing county streets with less than 16 feet width of asphalt surface (according to the official Putnam County Road list) and all subdivisions of 50 or more lots shall require a traffic study as per the above paragraph.

Traffic Study Guidelines are found in Appendix G of these regulations.

For the purposes of these regulations no subdivision of property shall be approved that will not be properly serviced by an adjoining and/or proposed network of streets, lanes, and signalization

appurtenances at the time of final plat approval, or at the time of the release of the surety instrument or financial guarantee.

Should improvements to the existing street be required to meet the demands of the proposed subdivision, the plat shall not be approved until such time as the required improvements have been completed.

SECTION II: A new appendix is hereby created, named Appendix G: Traffic Study Guidelines and will read as follows:

SECTION 1: GENERAL

The objective for a traffic study shall be to maintain acceptable levels of capacity and design for travel as new development occurs within the planning jurisdiction of the Putnam County Government (hereinafter the County).

SECTION 2: APPLICABILITY

These guidelines are applicable to any development in the unincorporated Putnam County for which a traffic study is required.

SECTION 3: LEVEL OF SERVICE STANDARDS

It is the policy of the County that all roadways, intersections, and access points shall be designed so that traffic to and from new developments shall not reduce the current level of service of the existing street network and all improvements shall be designed to a Level of Service C or better.

SECTION 4: DESIGN STANDARDS

County roadway design standards call for all County roadways to comply with current American Association of State Highway and Transportation Officials (AASHTO) design standards for 30 mph roadways. Where posted speed limits are higher than 30 mph, the County may require a county roadway to be designed to meet a higher AASHTO design standard. For state highways, for access points to state highways, and for intersections with state highways, design standards are determined by the Tennessee Department of Transportation (TDOT).

Consistent with relevant AASHTO design standards, County roadways generally provide for 10' travel lanes with 3' shoulders. Existing and projected levels of traffic determine whether travel lanes and/or shoulders will be required to be widened and to what extent. Cross section standards for state highways are determined by the TDOT.

No developer implemented roadway modifications within the right-of-way shall occur unless such modifications are approved by the Highway Superintendent, the Putnam County Highway Commission, or the TDOT, as applicable. Written notice of this approval shall be received by the Putnam Planning Department staff prior to consideration of the development proposal by the Planning Commission.

For developer funded roadway modifications, right-of-way acquisition and/or utility relocations shall be the responsibility of the developer, and at the developer's expense.

SECTION 5: PREPARER AND REVIEWER QUALIFICATIONS

A traffic study for the County shall be conducted by a Tennessee Professional Engineer, with ITE (Institute of Transportation Engineers) certification, and a member of TSITE (Tennessee Section of the Institute of Transportation Engineers).

SECTION 6: TRAFFIC STUDY PROCEDURES

Prior to the commencement of a traffic study, a pre-study meeting may be scheduled between the applicant and planning staff, either by teleconference or at the offices of the Putnam Planning Department. The pre-study meeting shall include representatives of the Putnam Planning Department staff, ***the traffic consultant who will review the traffic study on behalf of the County***, the applicant, and the applicant's traffic consultant. The purpose of the pre-study meeting will be to review

pertinent aspects of the proposed development, to determine the type of traffic study to be conducted, and to finalize the roles, time frames, scope of work, and proposed methodologies for the traffic study. Traffic study methodologies will include, but not be limited to, proposed trip generation rates, adjustments for passby trips and internal trips, trip reduction strategies, and the methodologies to be used for trip distribution and assignment.

The consultant hired by the County shall prepare a cost estimate for the review of the traffic study. Upon the payment of this cost to the County, the County will authorize the applicant to proceed with the traffic study.

Upon the receipt of a traffic study report by the County, the consultant hired by the county shall initiate a sufficiency review. If it is determined that a traffic study has been submitted that is not sufficient in relation to the County's traffic study guidelines as set forth below, then the County may determine the amount of any additional costs payable to the county prior to a further review of the traffic study.

These payments shall be in addition to any other fees or costs that may be required to be paid by the applicant to the County. In order to expedite a timely review, a traffic study shall be submitted to the County not less than two (2) weeks prior to the agenda deadline for the Planning Commission meeting at which the proposed new development is to be initially considered. A sufficiency determination will be issued to the applicant on or before the agenda deadline. If the traffic study is determined to be insufficient in relation to these traffic study guidelines, then consideration of the proposed new development may be withheld from the Planning Commission agenda.

Traffic studies for developments proposed to be located within municipal growth areas shall be submitted by the County to affected municipal or regional Planning Commissions for their review and comment, in accordance with established procedures for intergovernmental planning commission review. Prior to taking any formal action regarding these studies, the County will review pertinent comments that are received under these procedures.

If a traffic study includes recommendations for new or modified access points to state highways, significant modifications to existing state highways, or new state highway or transportation facilities, the applicant shall demonstrate that the TDOT has reviewed these recommendations and is in agreement with them.

A traffic study shall closely correspond with the site plan that is submitted for the approval of the proposed new development.

SECTION 7: THRESHOLDS FOR COUNTY TRAFFIC STUDIES

(A) INTRODUCTION

- (1) The applicant shall review the ITE trip generation manual (7th Edition or Newer); in order to determine:
 - a.) the number of trips likely to be generated by the proposed development in the p.m. peak hour; and
 - b.) the capacity classifications and corresponding LOS C service volumes for the designated arterial and collector roadways that will provide access to the proposed development.
- (2) No traffic study or highway capacity adjustment shall be required if it is determined that the number of trips likely to be generated by a proposed new development would not add more than one percent of the LOS C service volume of any of the designated arterial and collector roadway(s) that will provide access to the proposed development.
- (3) Traffic studies shall be required as follows:
 - a.) A Traffic Access Analysis (TAA) shall be prepared for developments that would potentially generate fewer than 50 p.m. peak hour trips.
 - b.) A Traffic Impact Analysis (TIA) shall be prepared for developments that would potentially generate between 50 and 400 p.m. peak hour trips.
 - c.) A Traffic Impact Study (TIS) shall be prepared for all developments that would potentially generate 400 or more p.m. peak hour trips. The county also has the option to allow or require a Traffic Impact Study to be prepared for a proposed new development that would potentially generate fewer than 400 p.m. peak hour trips.

TABLE 1: TRAFFIC STUDY THRESHOLDS

Table 1: Traffic Study Thresholds shows the thresholds for the traffic study types that are described above.

Threshold in PM peak hour trips	Traffic Study Type
<50	Traffic Access Analysis (TAA)
50-400	Traffic Impact Analysis (TIA)

>400	Traffic Impact Study (TIS)
* Or for any development as the County deems necessary	TBD by County, depending on the site-specific factors and the level of development

SECTION 8: TRAFFIC STUDY ELEMENTS

1) INTRODUCTION

All traffic studies shall include a general description of the proposed new development, including a vicinity map and a site map, as well as a brief narrative, to show:

- A. the location of the proposed development;
- B. the number and location(s) of proposed access point(s);
- C. whether or not the development is within a municipal growth area;
- D. the existing use of the land proposed for development;
- E. existing land uses and development trends in the area;
- F. transportation facilities that will provide access to the development, noting the official route numbers of any state highways;
- G. existing traffic levels; and
- H. factors affecting future traffic.

2) ELEMENTS OF A TRAFFIC ACCESS ANALYSIS (TAA)

- A. When a proposed new development would potentially generate up to 50 p.m. peak hour trips, a Traffic Access Analysis shall be conducted.
- B. For a Traffic Access Analysis, the study area shall be limited to the roadway segments that provide direct access to the proposed new development.
- C. Depending on the scale and location of the proposed new development, and subject to county approval, existing available traffic counts may be utilized in lieu of new traffic counts.
- D. Trip generation forecasts, determination of the buildout year, and the determinations of background traffic, shall generally follow the relevant procedures that are to be used in preparing a Traffic Impact Study, as shown below.
- E. The Traffic Access Analysis shall address the proposed number and type of dwelling units, and/or if applicable, the land use and square footage for each proposed nonresidential use within the new development.
- F. For the a.m. and p.m. peak hours, directional assignments of inbound and outbound site generated traffic shall be determined for each proposed access point.
- G. For roadway segments within the study area, a roadway level of service analysis shall be conducted, utilizing the appropriate methodology(ies) that are documented in the latest edition of the Highway Capacity Manual (HCM). For capacity analyses of two lane roadways within the study area, the preferred methodology shall be the "Two Lane Highways" methodology documented in the HCM.
- H. For existing, background, or combined background and site generated traffic, the study shall note any roadways in the study area where levels of service may be deficient in relation to the Level of Service standards that are noted above.
- J. If there is a potential for the correction of any identified level of service deficiencies, then recommendation(s) for appropriate mitigation measures may be included in the Traffic Access Analysis Report.
- K. For Traffic Access Analyses, mitigation recommendations shall be follow the procedures described below for Traffic Impact Studies
- L. If a recommended mitigation measure involves a state highway, then the design for the recommended modification shall be subject to the review and approval of the Tennessee Department of Transportation (TDOT).
- M. The Traffic Access Analysis report shall include maps and tables that show the location of the proposed new development; traffic shed boundaries in the vicinity; trip generation by land use type; and existing, background, and combined background and site generated traffic at access points and on roadways within the study area.

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- O. The Traffic Access Analysis report shall also include relevant analysis worksheets, and may also include buildout year documentation and copies of cost estimates for comparable roadway modification projects.
- P. The recommended elements for a typical Traffic Access Analysis are generally noted in Table 2: Traffic Study Elements.

3) ELEMENTS OF A TRAFFIC IMPACT ANALYSIS (TIA)

When a proposed new development would potentially generate between 50 and 400 p.m. peak hour trips, a Traffic Impact Analysis shall be conducted.

- A. Study Area
 - 1. For proposed developments that would potentially generate between 50 and 400 p.m. peak hour trips, the study area for a Traffic Impact Analysis shall include proposed access points, the major intersections that are closest to each proposed access point, and the roadway segments that are located between each access point and the major intersections that have been identified.
 - 2. For other proposed developments that would potentially generate between 50 and 400 p.m. peak hour trips, the study area shall include the traffic shed(s) where the proposed development would be located.
- B. Study Elements
 - 1. For proposed developments that would potentially generate between 50 and 400 p.m. peak hour trips, a Traffic Impact Analysis shall include:
 - 2. Determination of the buildout year and background traffic estimates;
 - 3. Trip generation forecasts;
 - 4. A.M. and P.M. peak hour turning movement counts at proposed access points and at major intersections within the study area;
 - 5. Distribution and assignment of site generated traffic;
 - 6. A.M. and P.M. peak hour intersection capacity analyses - of background traffic and of background and site generated traffic - for each proposed access point and for major intersections within the study area;
 - 7. At access points and at major intersections within the study area, the identification of
 - 8. potential A.M. and P.M. peak hour level of service deficiencies;
 - 9. A review of existing sight distances, roadway alignments and roadway cross sections within the study area;
 - 10. The identification of potential intersection or roadway design deficiencies; and
 - 11. Recommendations for the mitigation of intersection capacity deficiencies and intersection and roadway design deficiencies.

Each of the above steps shall follow a methodology that is generally consistent with the corresponding methodology shown below for Traffic Impact Studies.

- C. Warrant Analyses
 - 1. For all proposed developments that would potentially generate between 50 and 400 p.m peak hour trips, warrant analyses shall be conducted in accordance with the procedures described below for Traffic Impact Studies.
- D. Mitigation and Phasing
 - 1. Procedures for the analysis of mitigation and phasing shall be in accordance with the applicable procedures described below for Traffic Impact Studies.
 - 2. If any recommended modification involves a state highway, then the design for recommended modification shall be subject to the review and approval of the TDOT.

4) TRAFFIC IMPACT ANALYSIS REPORT

- A. The Traffic Impact Analysis report shall include a site plan and a location map for the proposed development, as well as tables showing trip generation by land use type.
- B. For proposed developments that would potentially generate between 50 and 400 p.m. peak hour, the Traffic Impact Analysis report shall also include:
 - 1. Schematic diagrams showing existing, background, site traffic distribution and assignment, and combined traffic, for all major intersections and roadways within the study area; and
 - 2. The results of all capacity, warrant, and design analyses.
- C. For all proposed developments that would potentially generate between 50 and 400 p.m. peak hour trips, the Traffic Impact Analysis report shall also include:
 - 1. Significant findings from the Traffic Impact Analysis;
 - 2. Recommendations with respect to mitigation, phasing, and right of way analyses; and
 - 3. A determination that recommended transportation modifications are consistent with relevant adopted local major thoroughfare plans or regional long range transportation plans.
- D. For any recommended modifications that involve state highways, the Traffic Impact Analysis Report shall also include documentation of coordination activities with appropriate representatives of the TDOT, as well as any findings or recommendations by TDOT officials regarding recommended roadway modifications.
- E. An appendix to the Traffic Impact Analysis report shall include relevant analysis worksheets. As determined at the pre-study meeting, the appendix may also include buildout year documentation and copies of cost estimates for comparable projects.
- F. The recommended elements for a typical Traffic Impact Analysis are generally noted in Table 2 below.

5) ELEMENTS OF A TRAFFIC IMPACT STUDY (TIS)

A Traffic Impact Study shall be conducted when a proposed new development would potentially generate 400 or more p.m. peak hour trips. The County also has the option to allow or require a Traffic Impact Study to be conducted for a proposed new development that would potentially generate fewer than 400 p.m. peak hour trips.

In addition to determining whether or not sufficient traffic capacity is either available or can be provided cost effectively, a Traffic Impact Study shall also address the design of the local roadway network in relation to the scale of a proposed new development.

- A. Study Area
 - 1. The study area for a Traffic Impact Study shall be determined at the pre-study meeting. At a minimum, the study area for a Traffic Impact Study shall include all of the major intersections and arterial and collector roadways whose levels of service may change due to traffic to or from the proposed new development; as well as the major intersections and arterial and collector roadways that are located between the proposed new development and the nearest major freeway interchange; whichever is more inclusive.
- B. Existing Traffic Counts
 - 1. To determine existing traffic, hourly turning movement counts shall be conducted at each of the major intersections that have been identified within the study area at the pre-study meeting. The specific hours for turning movement traffic counts will be determined at the pre-study meeting;
 - 2. In addition, 24-hour automatic traffic counts shall be conducted at critical locations along arterial and collector roadways within the study area. The specific days and locations for automatic traffic counts will be determined at the pre-study meeting; and
 - 3. Within the study area, a Traffic Impact Study shall also document existing available TDOT traffic counts, along with any existing available municipal traffic counts.
- C. Buildout Year Determination
 - 1. Determination of the buildout year shall be based on documented market absorption rates in the area of the proposed new development.
- D. Background Traffic Estimates

1. Existing traffic counts shall be converted into background traffic estimates in two steps:

Step 1- Growth rates applied to existing traffic counts shall be consistent with growth rates at TDOT traffic count stations located within the study area, OR growth rates shall be based on an interpolation of existing traffic counts and available traffic forecasts documented in either an existing adopted major thoroughfare plan or the current Nashville Area Metropolitan Planning Organization (NAMPO) long range transportation plan.

Step 2- If there are any approved developments that have not been completely built out and that would potentially add a significant amount of traffic to any intersections or roadways within the study area, traffic to and from these developments shall be included in the background traffic estimates that are to be used for a Traffic Impact Study.

At the pre-study meeting, specific procedures will be determined for converting existing traffic counts into background traffic estimates.

E. Trip Generation

1. Typically, trip generation forecasts shall be developed for both the a.m. peak hour and the p.m. peak hour. The specific peak hours for analysis will be reviewed at the pre-study meeting.

2. Preferably, these forecasts shall be derived from the trip generation rates or equations that are documented in the latest (8th or later) edition of the ITE Trip Generation Report. The Traffic Impact Study report shall document the specific rates or equations used in the study. If alternative rates or equations are used, their use shall be reviewed at the pre-study meeting, and shall also be documented in the Traffic Impact Study report. If an alternative trip generation rate or equation is used, then the Traffic Impact Study report shall include any resulting differences in trip generation forecasts.

F. Adjustments for Passby Trips, Internally Captured Trips, and Proposed Trip Reduction Strategies

1. Subject to authorization on behalf of the County at the pre-study meeting, trip generation forecasts may be adjusted to account for:

- a) Passby trips, i.e. trips to or from a proposed new development that may be drawn from the stream of existing or background traffic; as well as
- b) Internally captured trips, i.e. trips that may begin and end within the boundaries of a proposed new development; and
- c) Proposed trip reduction strategies.

2. Adjustments to reflect passby trips, internally captured trips, and/or trip reduction strategies shall be derived from methodologies published by the Institute of Transportation Engineers (ITE), or by another authority recognized by the County, e.g. a state department of transportation or Tennessee Division of Air Pollution Control.

3. If traffic study findings are based on the successful outcome of one or more operational trip reduction strategies, e.g. carsharing, then the study shall also include a management and operations plan that demonstrates the feasibility and effectiveness of the proposed operational trip reduction strategy(ies).

G. Trip Distribution and Assignment

Trips to and from a proposed new development shall be assigned to the access points, intersections, and arterial and collector roadways that are included in the study area that has been identified. These assignments shall be derived from an approved systems planning model and network (such as the model and network maintained by the Nashville Area MPO), or from observed traffic patterns within the study area. The methodology to be used for trip distribution and assignment will be addressed at the pre-study meeting.

H. Capacity Analyses

1. For a background traffic scenario and for a scenario that includes both background and site generated traffic, peak hour capacity analyses shall be conducted for access points, major intersections, and roadways. The capacity analysis methodologies used in the Traffic Impact Study shall be consistent with

the methodologies documented in the latest edition of the Highway Capacity Manual (HCM). For capacity analyses of two lane roadways within the study area, the preferred methodology shall be the "Two Lane Highways" methodology documented in the HCM;

2. If it is determined at the pre-study meeting that provisions for non-highway modes of travel are likely to significantly affect the impact of the proposed development upon access points, intersections, or major roadways within the study area, then, subject to county approval at the pre-study meeting, an alternative methodology may be utilized that would provide for the determination of multimodal levels of service;

3. The capacity analyses shall address existing or proposed stacking distances in relation to the lengths of existing or proposed turn lanes;

4. Capacity analyses may reflect committed projects that would affect any of the intersections or roadways in the study area, provided that these projects are likely to be completed prior to the buildout year for the proposed new development. In determining the current status of any funding commitments, the Traffic Impact Study findings shall be based on the most current information that is publicly available; and

5. The Traffic Impact Study report shall include recommendations for any modifications that will be necessary in order to achieve or maintain acceptable levels of service within the Traffic Impact Study area.

I. Warrant Analyses

1. If any new signal installation is needed in order to provide sufficient capacity at any intersection or site access point, then a signal warrant analysis shall be conducted;

2. A left turn warrant analysis shall be conducted, following the procedures that are documented in NCHRP Report 457: Engineering Study Guide for Evaluating Intersection Improvements;

3. A survey shall determine either the presence of a paved shoulder that would be sufficient to provide a paved surface for a right turn deceleration lane at the entrance(s) to the proposed development, in accordance with relevant design standards for width, length, and taper;

4. If a left turn lane is found to be warranted or if a paved shoulder is not sufficient for the provision of a right turn lane deceleration lane at each proposed site entrance as described above then the Traffic Impact Study shall include recommendation(s) for the provision of additional left turn and/or right turn lanes;

5. Recommendations for turn lanes shall conform to Section 19:05: Roadway Capacity Modification Options of the County Zoning Ordinance; and

6. If a proposed site entrance is located on a state highway, then the design for proposed turn lanes at site entrances shall be subject to the review and approval of the Tennessee Department of Transportation (TDOT).

J. Design Analysis

1. In addition to modifications that are intended to provide sufficient capacity on roadways and at access points and intersections within the study area, additional modifications may be needed in order to provide for acceptable sight distances or to mitigate other intersection or roadway design deficiencies;

2. The design analysis shall include an assessment of sight distances on roadways and at access points and intersections, noting locations within the study area where applicable AASHTO, state, or county sight distance standards are not met under existing or background conditions;

3. A similar analysis shall be undertaken in order to identify locations within the study area where applicable alignment or cross section standards are not met. At these locations, existing alignments and roadway cross sections, including lane and shoulder widths, shall be documented in the Traffic Impact Study report. Where potential design deficiencies are identified, the Traffic Impact Study report shall include recommendations for appropriate mitigation; and

4. The design analysis may reflect ongoing or committed modifications to roadways or intersections within the study area, provided that sufficient funds have been programmed or otherwise committed for the completion of these modifications prior to the buildout year. In determining the current status of any funding commitments, the Traffic Impact Study findings shall be based on the most current information that is publicly available.

K. Right of Way Evaluation

The Traffic Impact Study shall note locations where additional rights of way may need to be acquired in order to correct any identified capacity or design deficiencies. This shall be determined through a review of existing available right of way information pertaining to state and county roadways within the study area.

L. Mitigation

1. For any capacity deficiencies, recommended new turn lanes, or existing sight distance or other design deficiencies that may be identified, the Traffic Impact Study report shall document mitigation recommendations, including a notation of whether or not additional right of way may need to be acquired in order to implement any of these recommendations;

2. If any recommended modifications are to be funded by a city, the County, the state, or another private entity, then the study shall address the status of the commitment to fund these modifications. For example, a project may be included in an adopted state budget, or it may be already underway. The study report shall also identify the share of the improvement costs that are proposed to be provided by the developer, either in-kind or through a financial contribution. In determining the current status of any funding commitments, the Traffic Impact Study findings shall be based on the most current information that is publicly available; and

3. Cost estimates shall be consistent with recent bids for comparable projects in the county, the region, or the state. Documentation of comparable cost estimates shall be submitted in order to demonstrate this consistency. As an alternative, cost estimates may be provided for a comparable project that is included in a currently approved and valid MPO Transportation Improvement Program. Developer-implemented modifications shall be constructed in accordance with the phasing recommendations included in the approved Traffic Impact Study.

M. Phasing

If a Traffic Impact Study report notes that the implementation of a mitigation measure may not be completed at the time of the initial use and occupancy of a proposed new development, then the study report shall include an analysis and recommendation for the phasing of the proposed new development. The Traffic Impact Study report shall demonstrate that the recommended phasing will allow the county's level of service and roadway design standards to be maintained while the proposed new development is underway.

6) Traffic Impact Study Report

A. The Traffic Impact Study report shall include a site plan and a location map for the proposed development, schematic diagrams showing existing, background, site traffic distribution and assignment, and combined traffic, for all major intersections and roadways within the study area;

B. Trip generation forecasts shall be tabulated in the Traffic Impact Study report by land use type as well as by phase, as applicable;

C. The results of all capacity, warrant, and design analyses shall be documented and included in the Traffic Impact Study Report. The report shall also include significant findings and recommendations with respect to right of way evaluation, mitigation, and phasing;

D. The Traffic Impact Study report shall also note whether or not recommended transportation modifications are consistent with relevant adopted local major thoroughfare plans or regional long range transportation plans;

E. For recommended mitigation measures that involve multimodal options or trip reduction strategies, the Traffic Impact Study report shall include a management and operations plan that demonstrates their feasibility and effectiveness;

- F. For any recommended modifications that involve state facilities, the Traffic Impact Study report shall include documentation of coordination activities with appropriate representatives of the TDOT, as well as any findings or recommendations by TDOT officials regarding these recommended modifications;
- G. The appendix to the Traffic Impact Study report shall include capacity and warrant analysis worksheets. As determined at the pre-study meeting, the appendix may also include buildout year documentation and copies of cost estimates for comparable projects; and
- H. The recommended elements for a typical Traffic Impact Study are generally noted in Table 2 below.

(G) TABLE 2: TRAFFIC STUDY ELEMENTS

Task	Traffic Access Analysis (TAA)	Traffic Impact Analysis (TIA)	Traffic Impact Study (TIS)
Pre-Study Meeting	X	X	X
Review Thresholds	X	X	
Introduction	X	X	X
Study Area Determination	X	X	X
Traffic Counts	#	X	X
Turning Movement Counts		#	X
Buildout Year Determination	X	#	X
Background Traffic Forecast	X	#	X
Trip Generation Forecast	X	#	X
Adjustments for Passby and Internal Trips		#	X
Adjustments for Trip Reduction Strategies		#	#
Forecast of Background and Site Generated Traffic	X	#	#
Trip Distribution and Assignment	X	#	X
Roadway Capacity Analysis	X	#	X
Intersection Capacity Analysis		#	X
Warrant Analysis		#	X
Design Analysis			X
Recommendations for Mitigation and Phasing	#	#	X
Report	X	X	X
Appendix		#	X
X Required # Refer to text for additional information			

SECTION III: This amendment shall become effective following adoption by the planning commission:

Chairman, Putnam County Regional Planning Commission

Date

ATTEST:

Secretary, Putnam County Regional Planning Commission

Date

Planning Director Rush reviewed the proposed resolution with the planning commission and the audience. Public hearing was opened at 6:30 PM. Charles Whittenburg stated the proposed regulations are based on Williamson County which has 3 times the population of Putnam, asked if there were any engineers in Cookeville with the required certification, and that any cost gets added to the homes in a development, and that we need more lots. He stated that he is still unable to afford to buy a house in

Putnam County. Sam Tays stated people want to be here development will move to other counties and they will come here to shop and we will still have to deal with the traffic generated. Charles Whittenburg stated this started with a small plat on Hilham Rd. that the subdivision regulations required a large right-of-way dedication, which he felt was a "taking" of property without compensation and that the new law makes TN law match the federal law. He also stated that Cookeville was listed in an article that named the places that would not be affordable to live in by 2030 and that article was published months ago. Lavonda Moore stated that the traffic study requirement should be on all subdivisions on 16 feet wide streets since it is hard for 2 cars to meet on such a narrow street. Matt Sliger stated that he is doing a traffic study for a development in Texas and it has cost him \$32,000 and taken over 9 months and is still not complete. Someone asked if it applied to pending plats, another asked the cost, what are adjoining counties doing.. The public hearing was closed at 6:45 PM. David Mattson stated that this is not something we dreamed up and we need to adopt something since TN Code has changed and the tiered approach allows smaller developments to meet a lesser study standard. Phil Wilbourn wanted to define the requirements more so developers know what is required and stated that this only deals with the roads accessing a proposed subdivision, not the internal streets. Wilbourn also stated cost of the study may go down after establish a data base. County Attorney Jeff Jones stated that he reached out to CTAS (County Technical Advisory Service) and they are still unsure on what to advise counties to do under this new law and further stated that the SCOTUS requires a nexus between the proposed development and any required dedication of property (money, land, offsite work, etc.) and that the requirement is roughly proportional to the developments impact on the county. He also stated that all counties will have to do something, but there is not any case law on the new section of TN Code yet to provide any guidance. He further stated that a traffic study would show what, if any, exaction should be required of a developer due to the impact of the development. Planning Director Rush stated that we do not have to act on the proposed amendment tonight, that the planning commission can consider all the public comments and revise the proposed amendment. The planning commission asked Planning Director Rush to try to simplify the amendment which was tabled until the April meeting. Staff agreed to work on simplifying the amendment.

ITEM 5: REVIEW OF APPROVED PRELIMINARY PLATS

- **Autumn Woods Preliminary Plat (All Phases)**, Vick Surveying. Conditional preliminary approval 4/7/2020. Phases I, II & III have been approved for final. Phase IV remaining.
- **Mountain Brooke Subdivision Preliminary Plat**, Vick Surveying. Conditional preliminary approval 12/8/2020.
- **Glen Oaks Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 6/1/2021. Phase I was a single lot approved administratively. Phase II remaining.
- **Pippin Estates Preliminary Plat**, Maples Surveying. Conditional preliminary approval 12/7/2021. Phase II remaining.
- **Forsythia Farms Preliminary Plat**, Whittenburg Surveying. Conditional revised preliminary approval 6/7/2022.
- **Beechtree Park Preliminary Plat**, Vick Surveying. Conditional preliminary approval 6/7/2022.
- **Cane Creek Farms Preliminary Plat**, Batson, Himes, Norvell & Poe Surveying. Conditional preliminary approval 6/7/2022.
- **Brownstone Estate Preliminary Plat**, Clinton Surveying. Conditional preliminary approval 10/4/2022.
- **Verble Sherrell Estates Plat**, Whittenburg Surveying. Conditional preliminary approval 12/6/2022.

ITEM 6: ACCEPTANCE OF NEW STREETS:

- None

ITEM 7: OUTSTANDING LETTERS OF CREDIT:

Minutes of the Putnam County Regional Planning Commission February 7, 2023 Meeting

- None

ITEM 8: ADMINISTRATIVELY APPROVED PLATS:

A. BROWN BUILD DESIGN, ELLER RIDGE ROAD DIVISION, WHITTENBURG SURVEYING

This plat was to divide one 0.98 tract on Eller Ridge Rd (parcel 095-069.00) into two 0.47 acre lots. The remainder of the parcel is on the other side of Eller Ridge Rd.

B. REDIVISION OF LOTS 1 AND 2 CHRISTOPHER MILLER DIVISION, WHITTENBURG SURVEYING

This plat was to move the boundary between two lots (038M-D-024.00 and 038M-D-026.00) on West Broad St (Hwy 70). The plat fixed a driveway encroachment.

C. BROGDEN & LAWSON DIVISION, MAPLES SURVEYING

This plat was to create one 0.711 acre lot on Glade Creek Rd at Hall Road from parcel 133-007.00. The remainder of the parcel is on the other side of Glade Creek Rd.

D. SHARON ELLIOTT DIVISION, RON TAYLOR SURVEYING

This plat was to divide one 6.75 acre parcel (019-043.04) into two lots (3.57 acres and 3.18 acres) on N Quinland Lake Rd and Old Hawthorn Rd. The 3.57 acre lot will front on No Quinland Lake Rd and the 3.18 acre lot will front from Hawthorn Drive

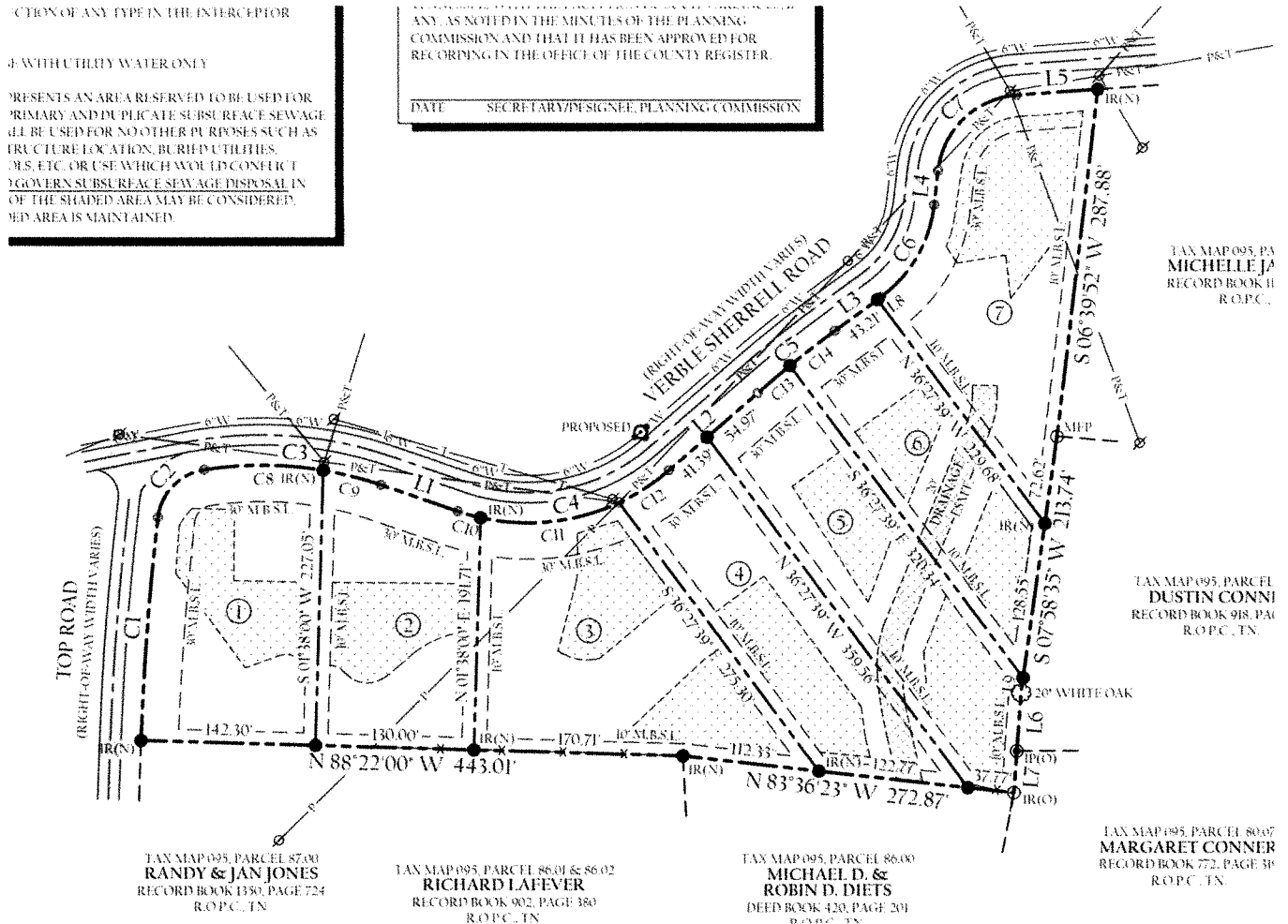
E. JAMES T & THELMA FAYE NELSON DIVISION, VICK SURVEYING

This plat was to move the boundary between two lots (110-028.00 and 110-028.03) on Bunker Hill Road. The plat fixed an encroachment issue with a house.

ITEM 9: SUBDIVISION PLATS:

A. VERBLE SHERRELL ESTATES FINAL PLAT, WHITTENBURG SURVEYING

The preliminary plat of this subdivision showed 6 lots on Verble Sherrell Rd at Top Rd from parcel 095-008.01 from one 5.02-acre tract owned by Brown Build & Design. There is one proposed fire hydrant. The final now has 7 lots as the soils were better than anticipated. The drainage easement that was discussed is shown on the plat.



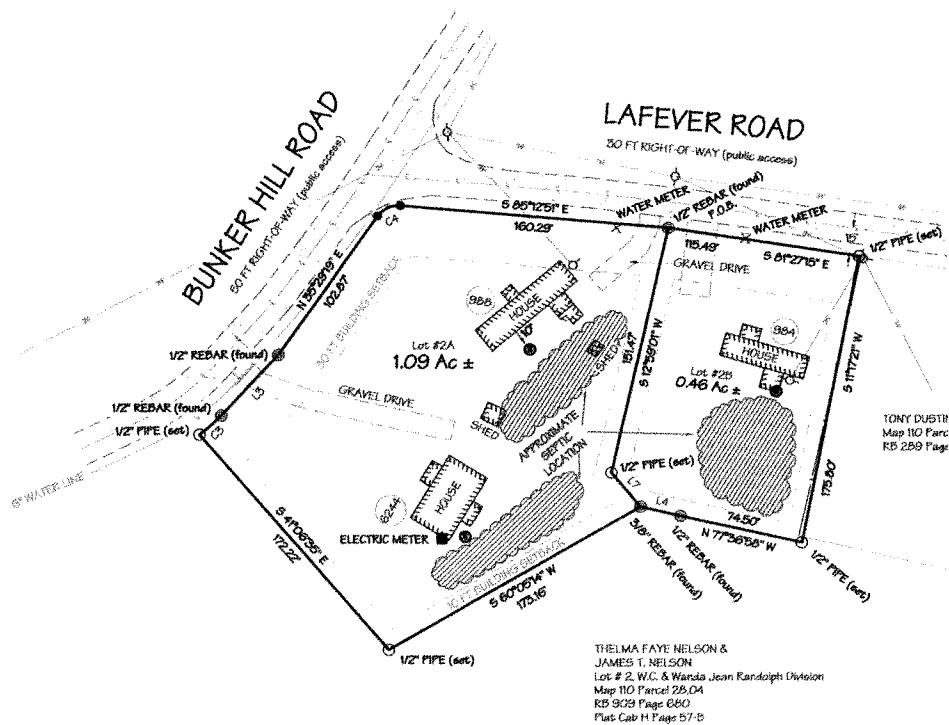
Staff stated that the hydrant has not been installed. The surveyor presented copies of the plat that showed a tile under the road next to the proposed hydrant, near the line of lots 4 and 5. Ted McWilliams moved to approve the final plat conditional on the hydrant being installed. Motion was seconded and unanimously approved.

B. JAMES T & THELMA FAYE NELSON DIVISION, VICK SURVEYING

This parcel (110-028.03) at the corner of Bunker Hill Road and Lafever Road has three houses on it. This plat will create one lot for one of the houses off Lafever Road. The other house on Lafever will slightly encroach the front setback. Staff recommends a plat note stating that any further subdivision of the lot with 2 houses will require the installation of a fire hydrant as that will be three lots from this parcel.

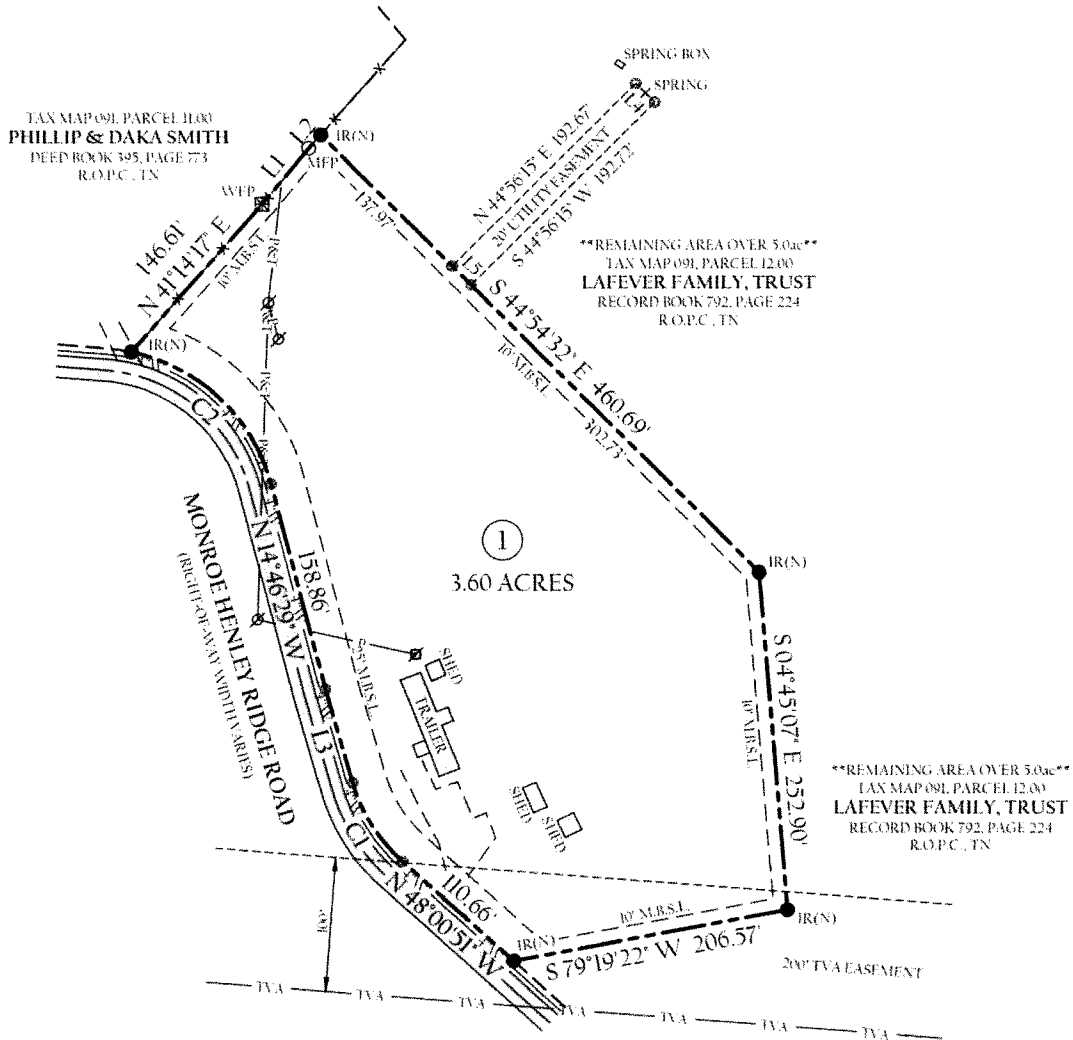
Adam Johnson moved to approve the final plat with the plat note and with a variance on the house being in the setback. Motion was seconded and unanimously approved.

Lots #2A & 2B cannot be considered for further division by the Putnam County Regional Planning Commission until such time as a fire hydrant is installed at owner/developer's expense.



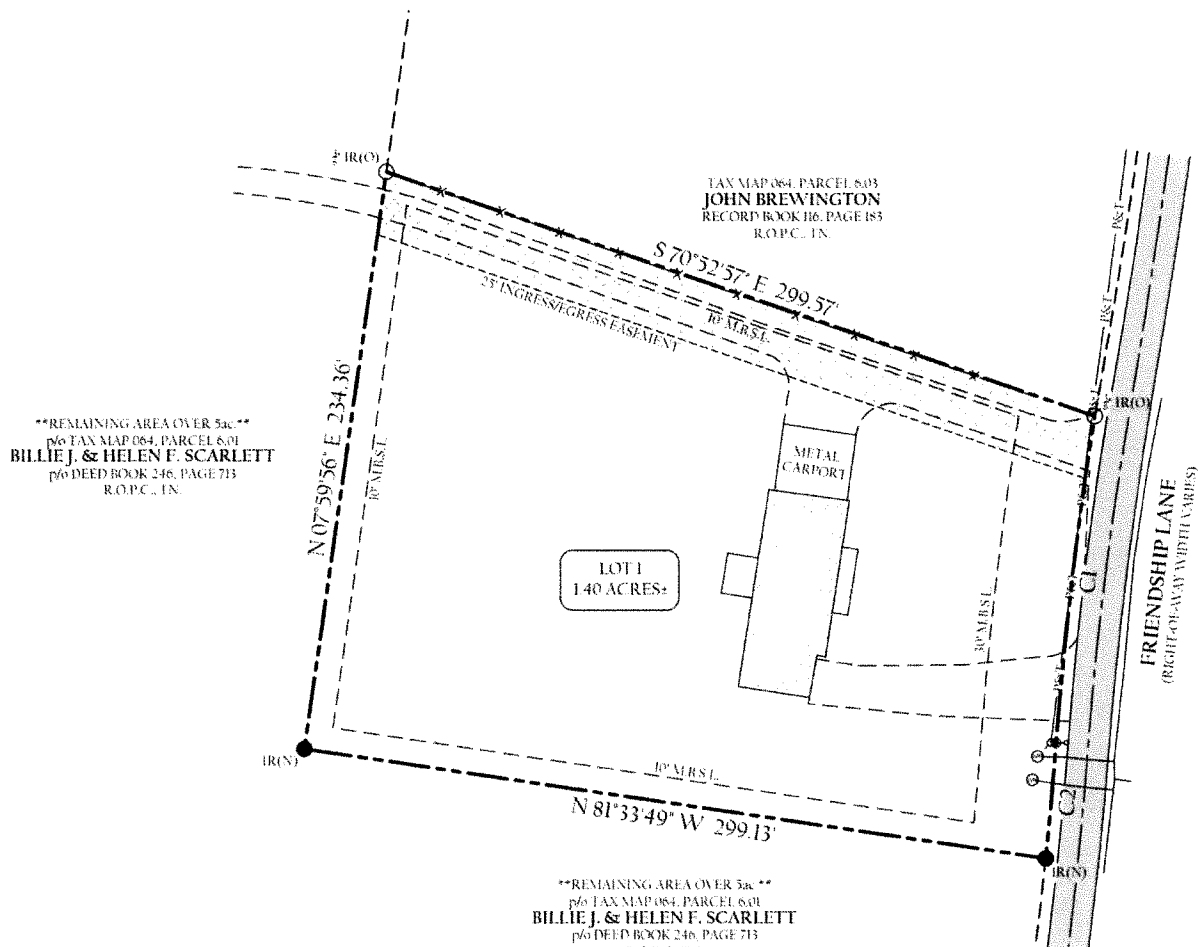
C. LOT 1, LAFEVER FAMILY TRUST DIVISION, WHITTENBURG SURVEYING

This plat is to create one 3.60-acre lot from parcel 091-012.00 on Monroe Henley Ridge Road. There is public water available but the owners use spring water. The spring will be on the remainder, which will be close to 60 acres. They propose an easement to spring to allow continued use of the spring. Taylor Dillehay stated that there was a miscommunication as the house does use public water, but the owner just wanted to keep access to the spring. Terry Randolph moved to approve the plat with the easement. Motion was seconded and unanimously approved.



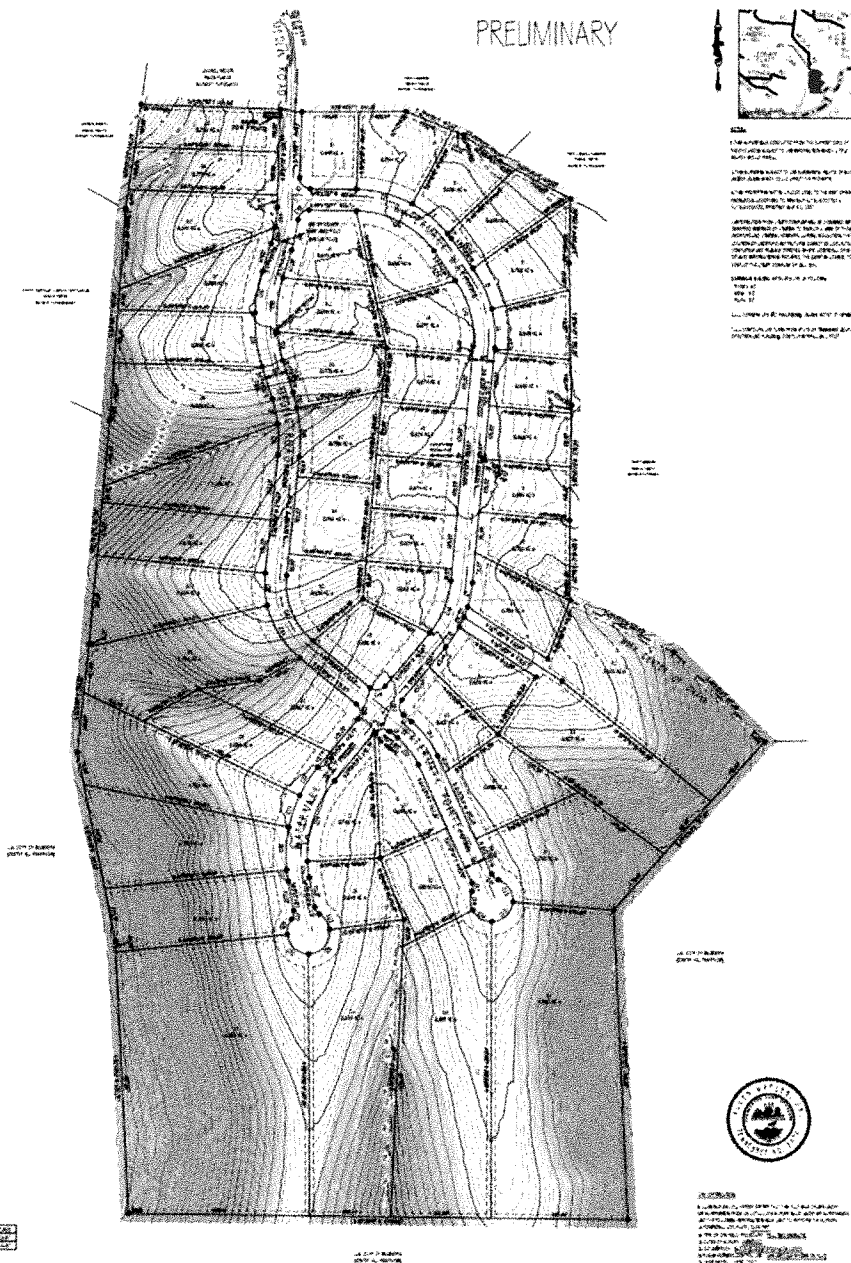
D. BILLY J. & HELEN F. SCARLETT DIVISION, WHITTENBURG SURVEYING

This parcel (064-006.01) is near the end of Friendship Lane off Buffalo Valley Rd. The plat is to create one 1.40-acre lot with an existing house with over five acres remaining. On the remaining five acres, there is a house that shares the driveway with the house on the plat. They propose an ingress/egress easement on the shared portion of the driveway to allow the house on the remainder to use this driveway. Staff informed them they will need to have the easement and a maintenance agreement recorded. Taylor Dillehay informed the planning commission that an easement and maintenance agreement had been recorded and the recording information was shown on the printed copies of the plat. David Mattson moved to approve the plat. Motion was seconded and approved. Due to a conflict, Ted McWilliams abstained.



E. WATERMARK AT CENTER HILL SUBDIVISION PRELIMINARY PLAT, MAPLES SURVEYING

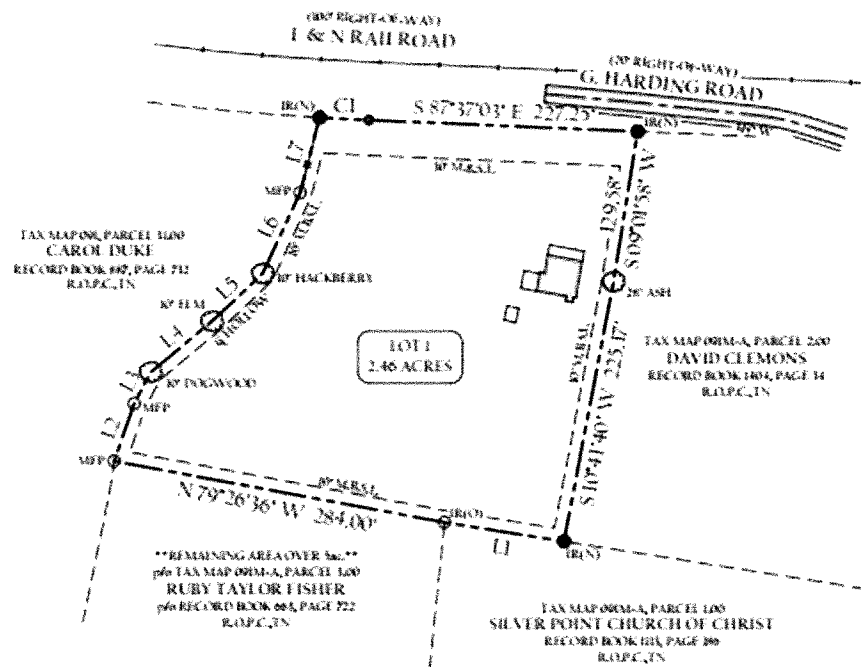
This is a preliminary plat of 54 lots on 63 acres at the end of Medlin Road, parcels 128-021.00 and 117-104.00. Medlin Road would be extended, and two new road would be constructed. Tentative names are Watermark Way and Watermark Pointe. Plat shows 3 proposed fire hydrants. Medlin Road, according to the county road list, has 16 feet of asphalt surfacing and has 28-32 feet of right-of-way. County Attorney Jones stated that he was working with Michael Savage, the attorney for Mr. Sliger on a written agreement to address any improvements to Medlin Road for the proposed development. Mr Sliger and Mr. Savage agreed to waive the 60 day plat approval deadline for 30 days to finish the agreement. Upon the waiver of the 60 day plat approval deadline by the developer for 30 days, Dale Moss moved to table consideration of the plat until the March 7th meeting. Motion was seconded and unanimously approved.



F. RUBY FISHER FINAL PLAT, WHITTENBURG SURVEYING

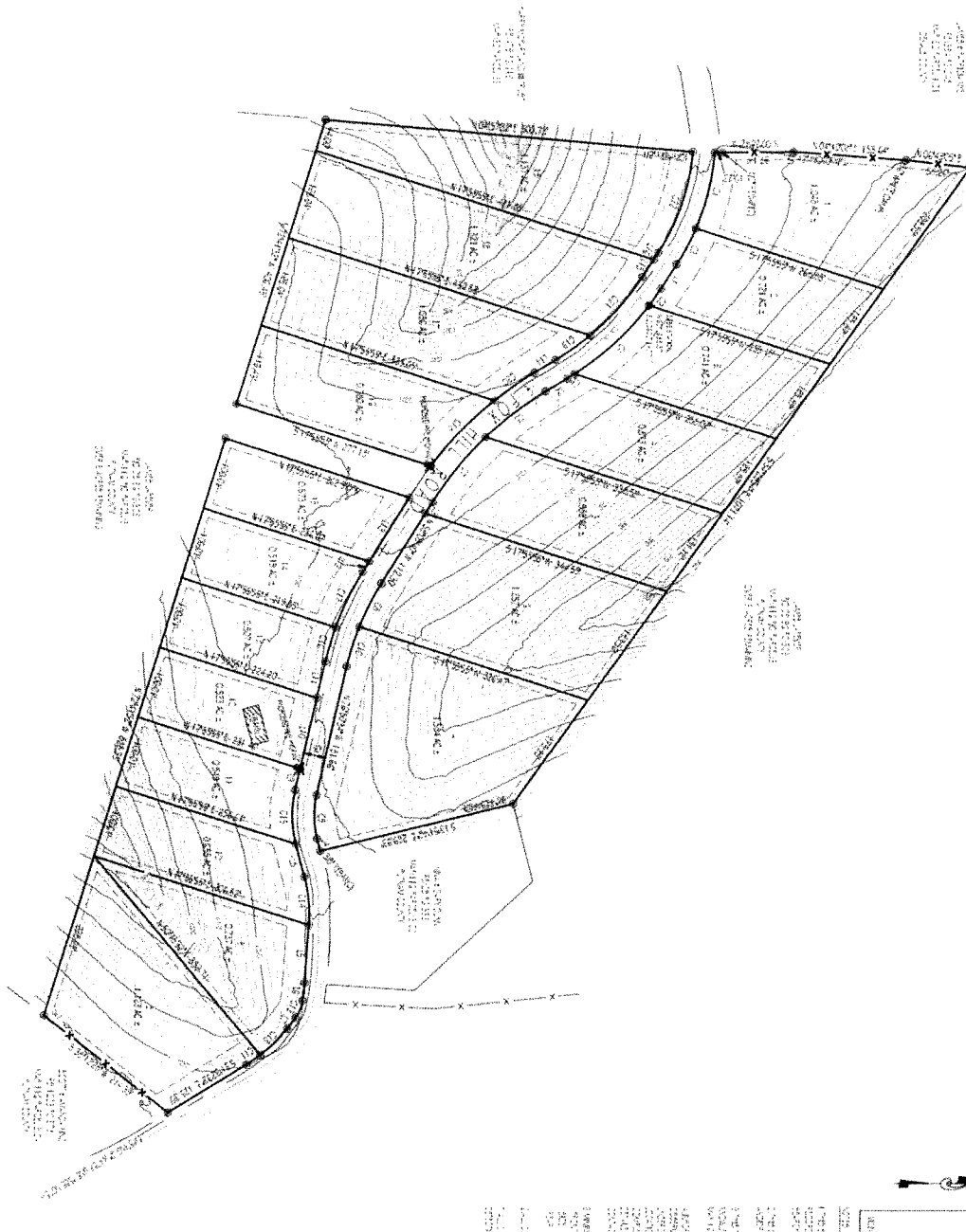
The surveyor asked to put this plat back on the agenda. This plat is creating one 2.46-acre lot from an 8.8 acre tract (091M A 003.00). The lot will be on G Harding Road, which is a 370 foot long, 12-foot wide tar and chip county road with some of the right-of-way being on the railroad right-of-way and the rest being 20 foot wide.

Charles Whittenburg asked to have this item on the agenda. He stated that G Harding Road was built before the railroad and he has the right-of-way plans for the railroad. The railroad bought the right-of-way in 1919. County Attorney Jeff Jones stated the road was added to the road list in 1990. Whittenburg did not know if the road was used to access an adjacent cell tower. Since conditional approval was granted at the January meeting, no action was taken.



G. JAMES LAFEVER SUBDIVISION PRELIMINARY PLAT, MAPLES SURVEYING

This plat is to create 19 lots on 16 acres of a 45-acre tract on Fox Hill Road at the DeKalb county line. The lots will range in size from 0.507 acres to 1.954 acres and will front on Fox Hill Road, which is now 18ft wide and 1.04 miles long (to Dekalb County line) as measured by Randy Jones. There is an existing 6 inch water main along Fox Hill Rd. There are 2 proposed fire hydrants. Allen Maples stated that the six inch waterline may stop at the Dunn property next to lot 7 and asked if they could use the sprinkler option. Planning Director Rush stated that since the 6 inch line would be within 500 feet of the development, they would be required to upgrade the line to a six inch line and install hydrants. Staff reported some drainage easements would likely be required on the final plat. Dale Moss moved to approve the preliminary plat subject to installation of hydrants and any water line upgrades. Motion was seconded and unanimously approved.



ITEM 10: Other Business:

A. Charles Whittenburg: Charles Whittenburg wanted to discuss the county road list. He presented the CTAS report on what the county road list is and why it was created. He stated the county commission is the only one that determines if a road is a county road, not the road supervisor. The road list a list of only the roads that the county may work on. The county commission must approve any additions, deletions, or other changes. Dale Moss asked what our procedure was for acceptance of new roads in subdivisions. Staff stated that new roads are inspected during construction, then the developer signs a warranty contract for a year period, then the planning commission recommends acceptance, and the request is sent to the county road committee and then voted on by the county commission.

B. Subdivision regulation amendment discussion.

- Planning Director Rush stated that we may want to change how setbacks are measured. We could measure from center of street, instead of edge of right-of-way so that all setbacks are a minimum of 55 feet from the center of the road, regardless of right-of-way width. No action was taken.
- Planning Director Rush proposed changing agenda submittal deadline to the 15th day of the month, next business day if that fell on a weekend or holiday. No action was taken.
- Planning Director Rush stated that looking ahead, in July our regular meeting is on the 4th of July and in January, it falls on the 2nd and propose to moving them back one week. No action was taken.

ITEM 12: STAFF REPORTS

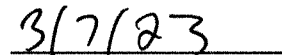
- Report from Chairman: None
- Report from Planning Commission Engineer: None
- Report from Planning Director: None
- Report from other Members: None

ITEM 13: ADJOURNMENT

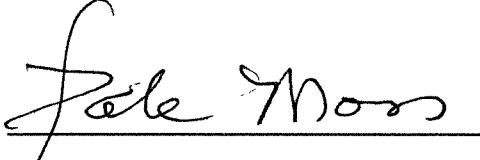
With no further business to discuss, the meeting was adjourned by mutual consent.



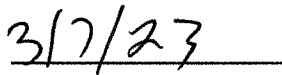
Chairman



Date



Secretary



Date